

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer to:
1165 (BC-650)P

August 28, 1997

EMS TRANSMISSION

Instruction Memorandum No. BC-97-037
Expires: 9/30/98

To: All Washington Office Associate Directors, State
Directors, and National Center Directors

From: Director, National Business Center

Subject: Public Land Statistics FY 97 Data Call and
"Snapshot" (PLS/Annual Report Data) DD: 11/3/97

This directive issues a call for data to be used in preparing the FY 97 Public Land Statistics Report (PLS). A separate call for data that is duplicated in the Bureau of Land Management (BLM) Annual Report will not be issued. The PLS clearinghouse (BC-650) will forward PLS tables that contain data for use in preparing the Annual Report to the persons preparing the Annual Report (i.e., Annual Report narrative writers). This single call for data in November will provide a data "snapshot" from the BLM data bases to ensure consistency between the two reports.

Narratives and additional data that may appear in the Annual Report will continue to be provided through normal channels (i.e., Annual Report narrative writers) and not through the PLS clearinghouse.

All PLS Table Leads and PLS Narrative Leads (see attached PLS Tables and Contacts Listing) must submit their FY 97 data and narratives to the PLS clearinghouse (BC-650) by November 3, 1997. Please note that data from the field, especially in automated systems (i.e., ALMRS, ORCA, TSIS, etc.) will need to be downloaded and submitted to the PLS table leads no later than October 17, 1997. It is critical for the timely publication of both the PLS and Annual Reports and with the need for identical data, that these dates are met.

As with the 1994/1995 and 1996 PLS, the table leads will be expected to (1) gather and verify data and (2) organize data into finished WordPerfect formats. The clearinghouse will not be responsible for verifying and reorganizing data submissions, so field staffs and table leads must check data for accuracy and format consistency. Whatever is submitted will appear in both

the PLS and Annual Reports.

It is especially important to use *exactly* the same column headings, footnote wordings (for recurring footnotes), etc., that appeared in the 1996 PLS unless a table is being substantially revised. The easiest way to do this is to:

- ▶ start with the 1996 table electronic file,
- ▶ delete the 1996 data, and then
- ▶ enter the 1997 data, altering footnotes only as needed.

The column headings and recurring footnotes have evolved over the years into their current format and should not be changed or omitted without a compelling reason.

It is also important to footnote the reason for any *unusual or large shifts* in table data values, e.g., a large decrease in miles of trails or habitat acreage. Typical reasons for large data shifts include new data inventories, new accounting or computer systems, or errors in previously reported data.

Please refer to IM BC-96-027 (1994/1995 Public Land Statistics Report) and the May 31, 1996, PLS Table Specifications Memorandum addressed to the PLS Table and Narrative Leads (available upon request) for information on preparing the PLS Report.

If you have any questions, contact PLS clearinghouse coordinator Lee Campbell at (303) 236-9422 or via GroupWise (lcampbel).

Thank you for your help with this important project.

Signed by:
Roy Morris
Director,
National Business Center

Authenticated by:
Lynne Lotvedt
Staff Assistant

1 Attachment

1 - PLS Table and Contacts Listing (5 pp)

Distribution

WO-800
WO-400
BC-650
BC-610
RS-100
RS-150, BLM Library
DW-101
PLS Team Members
PLS Table Contacts

